

Please see **3 IMPORTANT ANNOUNCEMENTS** below regarding: 1) REVISED: Spring 2013 MME Day 3 Manuals, 2) FINAL REMINDER: Attendance Appeals Window Closes Tomorrow, and 3) Your High School is Eligible for ACT Online Prep – Free.

### **1) REVISED: Spring 2013 MME Day 3 Manuals**

**The Day 3 Test Administrator Manual for Standard Time Testing and Day 3 Test Administrator Manual for Accommodated Testing have been revised to clarify the testing of grade 11 students who have already taken the complete MME.**

In both manuals, page 10, #2 has been corrected to read as follows:

*A grade 11 student (retained or reclassified as grade 11) is not to be tested on the MME if the student has taken the complete MME in a previous year and has achieved a performance level of either 1, 2, 3, or 4 in each subject area, including, reading, writing, mathematics, science and social studies. (A student who has a reported performance level of "N/A," or a blank performance level in any subject area, is considered to have not yet taken the complete MME and has the option to re-take the complete MME. Their participation is optional because these students have been included in the previous year's accountability calculations.*

**The manuals were revised and re-posted on Tuesday, January 29, 2013. Links are below:**

[http://www.michigan.gov/documents/mde/2013\\_MME\\_TAM\\_Standard\\_Time\\_4030017.pdf](http://www.michigan.gov/documents/mde/2013_MME_TAM_Standard_Time_4030017.pdf)

[http://www.michigan.gov/documents/mde/2013\\_MME\\_TAM\\_Accommodated\\_4030137.pdf](http://www.michigan.gov/documents/mde/2013_MME_TAM_Accommodated_4030137.pdf)

### **2) FINAL REMINDER: Attendance Appeals Window Closes Tomorrow**

This is a final reminder that the 2011-2012 school year attendance rates (which will be used on the 2012-13 Michigan School Accountability Scorecards) must be reviewed, and if necessary, appealed by tomorrow, **Friday, February 1, 2013**.

Only attendance appeals can be submitted during this window; no other appeal type will be processed at this time. Additionally, this is your one opportunity to appeal attendance rates; attendance appeals will not be accepted after preliminary scorecards are released this summer.

If you have not already done so, please visit the Michigan School Report Card ([www.mi.gov/schoolreportcard](http://www.mi.gov/schoolreportcard)) website to review the 2011-12 rates. Please send questions about attendance appeals to [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

### **3) Your High School is Eligible for ACT Online Prep – Free**

The Michigan Department of Education is pleased to announce the availability of the ACT Online Prep Program at no charge to all Michigan public and non-public high schools for students in grades 10–12.

This service will be available approximately one week after ACT receives your school's order form through September 30, 2013.

The ACT Online Prep Program provides:

- Diagnostic test and personalized Study Path
- Practice tests with real ACT test questions
- Practice essays for the optional ACT Writing Test with real-time scoring—100 writing units per school
- Anywhere, anytime access via the Internet

**1) If you currently have a site license for ACT Online Prep:**

- You'll maintain that license through its contract end date, and then this program will be renewed at no charge through September 30, 2013.

**2) If you do NOT currently have a site license for ACT Online Prep:**

- Download a copy of the MI ACT Online Prep Order Form from [www.michigan.gov/baa](http://www.michigan.gov/baa).
- Submit the order form to ACT by June 28, 2013.
- The site administrator listed on the form will receive an email from [actonlineprep.custsvcs@act.org](mailto:actonlineprep.custsvcs@act.org) within one week with access information and instructions.

For more information about the ACT Online Prep Program:

- Contact ACT Customer Services at 1-800-498-6065 or [actonlineprep@act.org](mailto:actonlineprep@act.org).

The Michigan Department of Education is pleased to offer this opportunity to help your students do their best on the ACT Assessment.

**Questions?**

Please email us at [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378 and select the appropriate menu option.